Nova Scotia

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ANNUAL REPORT

for the fiscal year
ending March 31, 1991

Department of Industry, Trade and Technology

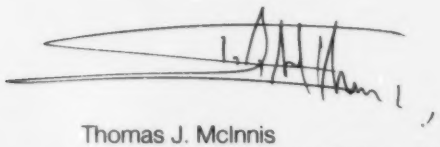
His Honour The Honourable Lloyd R. Crouse, P.C.
Lieutenant-Governor
Province of Nova Scotia

May it please your Honour:

It is my privilege to submit the report of the Department of Industry, Trade and Technology for the Province of Nova Scotia for the fiscal year ending March 31, 1991.

I have the honour to be, Sir,

Your obedient servant



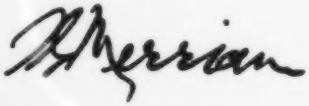
Thomas J. McInnis
Department of Industry, Trade and Technology

Honourable Thomas J. McInnis
Minister of Industry, Trade and Technology
Halifax, Nova Scotia

Sir:

I take pleasure in submitting the Annual Report of the Department of Industry, Trade and Technology for the fiscal period ending March 1, 1991.

Respectfully submitted,



Thomas G. Merriam
Deputy Minister

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LEGISLATIVE MANDATE

The Department of Industry, Trade and Technology is the provincial ministry responsible for fostering the economic development of Nova Scotia.

The department's mission has been broadly defined by the government as follows: To maximize the benefits, in terms of job creation, income, and quality of life, flowing to the people of Nova Scotia through the creation of a climate that fosters economic growth and development in the province.

The objectives are (1) to create net growth in the Nova Scotia economy through the expansion of existing enterprises and the establishment of new ones; (2) to improve the competitiveness of Nova Scotia enterprises so as to increase their volume of trade, particularly exports; (3) to foster a positive image of Nova Scotia as a place to invest, work, and live; (4) to increase the emphasis on the development and application of technology as the basis for future economic growth; (5) to secure maximum overall benefit from federal-provincial economic development initiatives; (6) to strengthen Nova Scotia's enterprises and expand the role of the private sector in the province's economy; and (7) to provide the linkage to involve the private sector of the economy in the planning and development process of government.

SUMMARY REVIEW

ECONOMIC PERFORMANCE

Nova Scotia's gross domestic product at factor cost increased 6.0 per cent for the calendar year 1990, to a level of $15.0 billion. Canada's 1990 gross domestic product increased by only 3.8 per cent as the economy turned into recession. Nova Scotia's population was estimated to have increased 0.7 per cent. Nova Scotia's labour force increased 2.4 per cent, the number of employed grew 1.6 per cent and the number of unemployed jumped 9.8 per cent to yield an annual average unemployment rate of 10.5 per cent. Canada's annual unemployment rate averaged 8.1 per cent while Atlantic Canada experienced a rate of 12.8 per cent on average.

Inflation-adjusted income in Nova Scotia grew by 1.6 per cent with total personal income increasing by 7.4 per cent and Halifax's Consumer Price Index advancing by 5.1 per cent. Personal income per capita rose 6.7 per cent to a level of $18,157 or 81.8 per cent of the national level.

Housing starts rebounded 3.8 per cent in 1990 despite a national drop of 15.7 per cent. Although housing starts improved, the value of residential construction declined 2.3 per cent. Non-residential construction rose 12.1 per cent, while machinery and equipment experienced an 11.3 per cent drop in investment expenditure.

Agriculture saw farm cash receipts increase by 0.8 per cent while sector real domestic product remained at 1989 levels and net farm incomes declined by 2.7 per cent. Fish landings experienced a 1.6 per cent increase in value with sector real domestic product edging upward 1.0 per cent. Mining receipts declined slightly, being supported by a 20.6 per cent surge in saleable coal production. Real domestic product in the mining sector declined by 1.0 per cent.

The value of manufacturing shipments advanced 4.4 per cent with sector real domestic product increasing by 1.9 per cent. Despite the growth in real domestic product, the manufacturing sector witnessed the loss of 4,000 jobs in 1990. The trade sector real domestic product declined by 2.0 per cent despite a 1.7 per cent increase in retail sales. Nova Scotia may have been beginning to feel the effects of the recession in central Canada. Nova Scotia's foreign exports increased by 6.2 per cent in 1990.

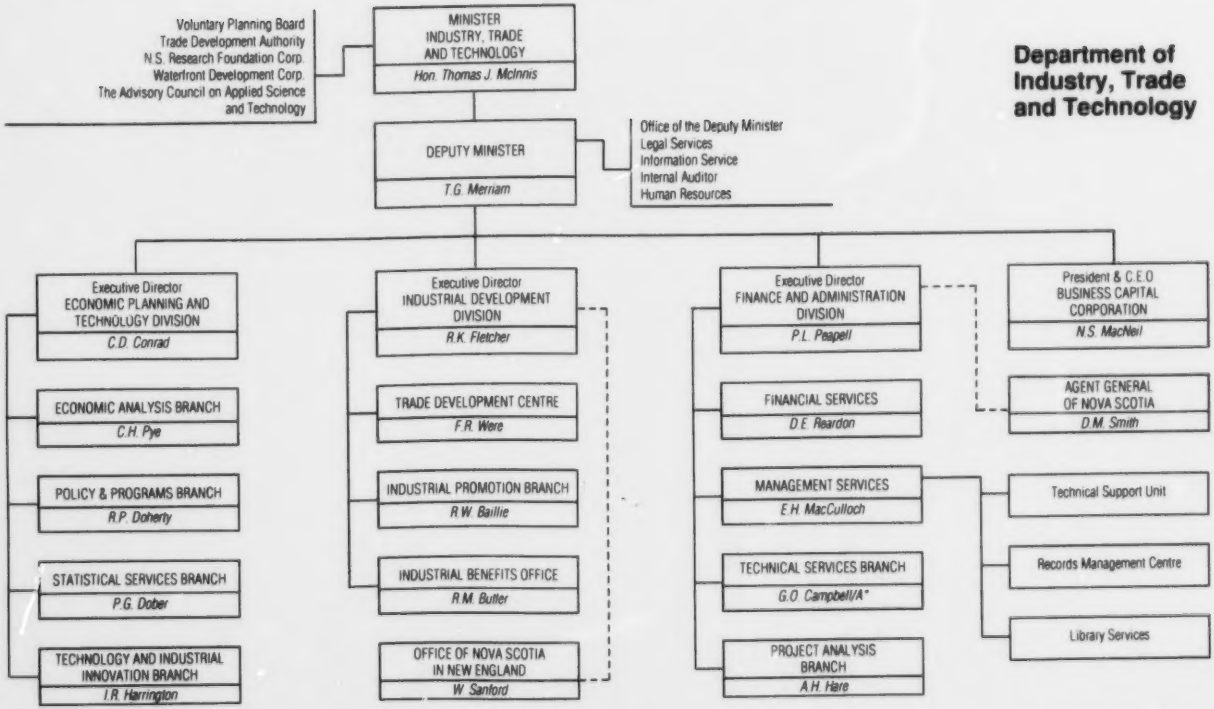
NOVA SCOTIA ECONOMY

	1990	% Change 1989-90
Gross Domestic Product ($ million) (at Factor Cost)		
Nova Scotia	15,029	6.0
Canada	596,474	3.8
Population and Labour Force ('000)		
Population	894	0.7
Labour Force	424	2.4
Employment	379	1.6
Unemployment	45	9.8
Unemployment rate (per cent)	10.5	6.1
Consumer Price Index (1986 = 100)		
Halifax	118.2	5.1
Canada	119.5	4.8
Income and Wages		
Personal income, total ($ million)	16,231	7.4
Personal income per capita ($)	18,151	6.7
Nova Scotia income per capita as a percentage of Canadian income per capita	81.8	0.6
Average weekly wage ($)	458	5.9
Nova Scotia average weekly wage as a percentage of Canadian average weekly wage	89.4	0.6
Retail Sales ($ million)		
Nova Scotia	6,121	1.7
Canada	191,559	1.8
Investment and Housing		
Capital investment ($ million)		
Nova Scotia	3,484	0.3
Canada	136,389	0.2
Housing starts (units)		
Nova Scotia	5,560	3.8
Canada	181,630	-15.7

Output		
Fish landings ($'000)	444,900	1.6
Farm cash receipts ($'000)	315,700	0.8
Pulpwood production ('000m^3)	4,116	5.4
Lumber production (m.fbm)	233,682	4.1
Coal production ('000 tonnes)	3,416	-2.3
Manufacturing shipments ($ million)		
Nova Scotia	6,015	4.4
Canada	294,061	-4.2
Trade		
Value of exports to foreign countries ($ million)		
Nova Scotia	2,172	6.2
Canada	140,989	4.6

SOURCE: Statistics Canada, Conference Board of Canada, Fisheries and Oceans, Canada and Nova Scotia Forest Production Survey

Department of Industry, Trade and Technology



----Report for Administrative Purposes

* Acting Director

OFFICE OF THE MINISTER

The Minister of Industry, Trade and Technology is Cabinet spokesman on matters of economic development policies and sits on a number of Cabinet and House committees.

The Minister is responsible to Cabinet for the activities of the Department of Industry, Trade and Technology and for:

- Sydney Steel Corporation
- Council on Applied Science and Technology
- Trade Development Authority
- Nova Scotia Research Foundation Corporation
- World Trade and Convention Centre
- Waterfront Development Corporation
- Business Capital Corporation
- Voluntary Planning Board of Nova Scotia

OFFICE OF THE DEPUTY MINISTER

The Deputy Minister is responsible for the day-to-day operations of the Department of Industry, Trade and Technology. The Deputy Minister is responsible to the Minister for the proper interpretation and effective implementation of government policies and programs relating to economic development in the province and is also responsible for the formulation of policy options, for the conduct of negotiations under the Economic and Regional Development Agreement (ERDA) between Canada and Nova Scotia, and for major development initiatives.

Reporting directly to the Deputy Minister are the following four offices.

Legal Services

The Legal Services Office provides comprehensive legal services to the Department of Industry, Trade and Technology. The Solicitor gives day-to-day problem-solving assistance, services all requests for Cabinet authorization, sets security requirements for all loans and drafts, and negotiates all agreements in support of loans between the departments and third parties.

Information Services

The Information Office coordinates media relations and publicity requirements for the Department of Industry, Trade and Technology. The office is responsible for:

- the production and editing of departmental publications;
- liaison with federal, provincial, and municipal departments on joint information projects;
- supervision of departmental advertising.

Internal Auditor

The Internal Auditor is accountable for providing the Deputy Minister and senior management with an ongoing appraisal of the financial activities and the verification that all aspects of the department are being performed as stipulated in its policies and procedures.

Human Resources

The Human Resources Branch develops and applies personnel policies and procedures. The branch is responsible for staffing, administration of the collective agreements, human resource training and development, and labour relations.

ECONOMIC PLANNING AND TECHNOLOGY DIVISION

The Economic Planning and Technology Division negotiates development agreements with the federal government, develops the province's positions and policies on major economic issues, assesses Nova Scotia's development activity and economic performance, and acts as a focal point for provincial statistics. The division comprises the following four branches: Policy and Programs, Economic Analysis, Statistical Services, and Technology and Industrial Innovation.

POLICY AND PROGRAMS BRANCH

The Policy and Programs Branch negotiates development agreements with the federal government. The branch also assesses both federal and other provincial government activities for potential relevance to the needs of Nova Scotia. Policy and Programs designs new, and evaluates existing policy and programs. It also provides advisory, analytical, and research support for the province related to technology, economic development, and major international trade negotiations.

Federal/Provincial Cooperation Agreements

The Province has 11 existing federal-provincial agreements covering a wide range of topics. One of these was signed under the General Development Agreement. The remaining were signed under the Canada/Nova Scotia Economic and Regional Development Agreement (ERDA) of 1984.

Two agreements expired on March 31, 1991: Economic Development Planning and the Cooperation Agreement for Forestry Development.

Department staff continue to administer and coordinate ongoing agreements. Those being implemented directly by the department include: Economic Development Planning; Technology Transfer: Sysco Stage II; and Metropolitan Area Development.

The Economic Development Planning Subsidiary Agreement provides funding for research and analysis related to economic development. Studies completed with the support of the agreement in this fiscal year include: Eastern Shore Gold Mining Museum Feasibility Study; Nova Scotia Campground Competitiveness Study; Comparison of Manufacturing Firms; Forestry Public Opinion Survey; and Peggy's Cove Planning and Development Study.

NOTE: Information regarding the various agreements previously negotiated by the department that are being implemented by other departments may be obtained from those departments.

CANADA/NOVA SCOTIA SUBSIDIARY AGREEMENTS

Current Susidiary Agreement	Expiry Date	Fed./Prov. Cost-Sharing Ratio	Total Funding ($ Million)	Actual Expenditures to March 31/90 ($)	Actual Expenditures Year Ended March 31/91	Funds Recovered to March 31/91 ($)
Forest Resource Development	March 31/89	53:47	91.4	3,903,932	-	-
Economic Planning	March 31/91	50:50	4.0	664,384	584,794	294,697
Canso II	March 31/89	70:30	28.0	5,870,463	(10,430)	(3,197)
Mineral Development	March 31/89	60:40	26.9	233,228	-	-
Fisheries	March 31/89	70:30	28.5	1,553,835	13,101	-
Tourism II	March 31/89	70:30	28.0	3,619,867	126,507	187,748
Technology Transfer	March 31/92	70:30	34.0	4,676,180	7,164,714	5,106,787
Michelin	Dec. 31/91	75:25	56.0	1,400,000	-	-
Sydney Steel Corp. Stage II	March 31/92	70:30	157.1	40,217,781	6,312,546	52,500
Sydney Tar Ponds	Nov. 30/91	70:30	34.2	7,901,567	11,755,837	8,229,086
Agri-Food II	June 30/93	50:50	60.0	7,002,714	7,415,952	1,524,248
Ocean Industry	July 25/88	60:40	35.0	209,765	178,079	-
Metropolitan Area Development	March 31/95	38:62	209.2	1,610,509	7,709,598	6,525,187
Forestry Development	March 31/91	55:45	45.0	14,824,819	19,739,806	9,344,283
Mineral Develop. III	March 31/92	55:45	9.0	1,341,086	1,292,750	-

ECONOMIC ANALYSIS BRANCH

The Economic Analysis Branch assesses the economic performance and outlook of the province and provides effective analysis of industrial and economic opportunities and developments affecting the provincial economy.

Economic impact assessment and net benefits analysis of various development projects and policy options are produced primarily at the request of other branches of the Department of Industry, Trade and Technology. This service is also provided to other offices, agencies, and departments of the provincial government, and in some cases to private industry. This analytical service is supported by the computerized Nova Scotia Input-Output System which the Economic Analysis Branch maintains.

Economic Analysis Branch staff participate in the implementation of Canada/Nova Scotia subsidiary agreements by representing the department on the project management of various agreement-funded consulting economic studies and of subsidiary agreement evaluations.

Staff are also responsible for preparation of an assessment of the compatibility of referred reviewable Investment Canada transactions in relation to the province's economic objectives and industrial policies, together with a recommended response from the province.

STATISTICAL SERVICES BRANCH

The Statistical Services Branch is designated under the Nova Scotia Statistics Act as the focal point for statistical services in the province and maintains or has access to numerous databases.

Statistical inquiries came from business, government, and the general public, and responses were provided from a complete historical database of all Statistics Canada publications (in hard copy or on microfiche). A series of census materials providing access to unpublished data was maintained, and terminal access to CANSIM, Statistics Canada's computerized database, was also available.

Other publications produced by the branch include the *Nova Scotia Statistical Review* (annual); *Nova Scotia Construction Activity Report* (three per year); *Export Quarterly* (four per year and annual); Nova Scotia, Halifax Metro, and Industrial Cape Breton fact books; *Directory of Manufacturers;* statistical profiles of Nova Scotia's five regions; *Survey and Inventory of Commercial Space in the Halifax Metro Area* (annual); and *Nova Scotia and Canada Indicators* (monthly).

TECHNOLOGY AND INDUSTRIAL INNOVATION BRANCH

The branch is primarily responsible for the management of the federal/provincial Technology Transfer and Industrial Innovation Cooperation Agreement and the delivery and administration of the various programs included in that agreement, in particular the Technology Advancement Program, the Technology Collaboration Program, and the Planning, Opportunities Research and Promotion Component. This branch also administers the Small Business Technology Centre.

Technology Advancement Program

Under the Canada/Nova Scotia Technology Transfer and Industrial Innovation Agreement, the Technology Advancement Program (TAP) provides funding to assist Nova Scotia business to acquire more advanced equipment or services that will improve their efficiency and competitiveness and provide greater opportunity to develop and produce high technology goods and services.

Technology Collaboration Program

Under the Canada/Nova Scotia Technology Transfer and Industrial Innovation Agreement, the Technology Collaboration Program provides assistance for projects that promote a flow of technology between the province's research institutions and local business. The program aids in transferring scientific and engineering expertise to the private sector by supporting joint projects, student and graduate hiring, and infrastructure to promote technology transfer opportunities.

Planning, Opportunities Research and Promotion Component

The agreement's Planning, Opportunities Research and Promotion Component is intended to promote technological development in the province by: (a) funding studies and other related development opportunities that are supportive of the industrial and commercial development activities necessary to increase technological capabilities found within the province and (b) providing contributions for a variety of measures to promote awareness, by the public at large and by business owners in particular, of the importance of advanced technologies and their impact on productivity improvement.

Small Business Technology Centre

The Small Business Technology Centre (SBTC), Nova Scotia's only full service incubator facility for small technology-related businesses, was officially opened in 1987. The centre was built with funds provided by the federal and provincial governments, under the Ocean Industry Development Subsidiary Agreement.

As a major component in the plan to foster innovation and high technology in Nova Scotia, the SBTC is, as of March 1991, home to 30 technology-related companies. These companies are involved in activities as diverse as the design, development, and manufacturing of helicopter simulators and thermal-instrumented mannequins, and a test laboratory that evaluates the various components of crude oil.

INDUSTRIAL DEVELOPMENT DIVISION

The Industrial Development Division of the Department of Industry, Trade and Technology promotes industrial growth by seeking out appropriate industries to locate in the province, by encouraging the competitiveness and capabilities of Nova Scotia firms, and by helping Nova Scotia companies develop new products and establish new markets. The division comprises three branches: Industrial Promotion, Industrial Benefits, and the Trade Development Centre.

INDUSTRIAL PROMOTION BRANCH

The Industrial Promotion Branch actively promotes Nova Scotia as a location for new business development. The branch focuses on those manufacturing and service industries outside the province that will complement existing industrial activity.

Through sophisticated computerized research and analysis, over 300 companies were selected for contact in 1990-91. Detailed investigations resulted in approximately 40 companies visiting Nova Scotia for serious discussions. Following further site evaluation, 12 companies submitted business proposals with a total capital investment of $109,500,000 and the prospect of creating over 600 jobs. As well, two existing Nova Scotia companies undertook expansions with an anticipated capital investment of $128,000,000, and the potential to create an additional 170 jobs.

Entrepreneur Immigration Program

The federal government's Entrepreneur Immigration Program provides the impetus to encourage foreign entrepreneurs and investors to seek Canadian landed immigrant status for the purpose of establishing, purchasing, or investing in a Canadian business venture. The program comprises three categories: self-employed, entrepreneur, and investor. In this fiscal year there was a significant increase in the number of applications reviewed. In the Entrepreneur category 448 potential entrepreneur immigrants were interviewed by the branch. The Investor category is now entering a critical phase, with 28 investment proposals active in the marketplace. To date, $34 million in investment capital has been raised. Of the 22 proposals received from the private sector to access these funds, the Industrial Promotion Branch has approved 18 proposals and forwarded them to fund managers.

Strategic Alliances

In this fiscal year, the Industrial Promotion Branch implemented the Business Opportunity Bulletin for the purpose of transmitting notification of strategic alliance opportunities obtained from international sources. Strategic alliances between Nova Scotia companies and foreign partners is encouraged as an avenue to strengthen the ability of domestic companies to compete in the global economy. These strategic alliances may take the form of joint ventures, licensing arrangements for new technology, distribution agreements, or other such relationships. Although still in the early stages, 27 bulletins were distributed through the network of industrial/economic development commissions, small business centres and other government agencies that, in turn, advised appropriate Nova Scotia companies of potential opportunities to increase their markets. Another initiative undertaken this fiscal, is a joint exercise with Investment Canada to promote Nova Scotia ocean industry firms in Japan for the purposes of developing strategic alliances. The 1991-92 fiscal year, will see the implementation of this exercise through various seminars hosted by the Canadian Consulate Offices in Japan.

Trade Shows and Missions

Staff attended numerous trade shows/conferences throughout Canada, and the U.S. to complement promotional strategies. The branch utilized the presence of the Bluenose II in Boston and Symphony Nova Scotia receptions in Ottawa and Toronto to promote Nova Scotia to several hundred key people involved in investment decisions. During the year, the branch sponsored investment briefing sessions with delegations from Japan, Shenyang (China), Hong Kong, Taiwan, and Korea.

INDUSTRIAL BENEFITS OFFICE

The Industrial Benefits Office (IBO) monitors domestic and foreign plans for major capital expenditures in Nova Scotia to identify significant business opportunities for Nova Scotia companies, and to increase marketing and investment opportunities resulting from major public and private sector capital projects, programs, and procurement activity. IBO is responsible for the implementation of the Nova Scotia Public Sector Purchasing Policy.

The Industrial Benefits Office maintains a regular contact with numerous Nova Scotia firms and organizations to provide information on and lobbying for supplier opportunities resulting from public sector purchasing, private investment, and major crown projects. In 1990, activities included identifying and monitoring benefits resulting from Northumberland Strait Fixed Crossing Project, the Pratt and Whitney manufacturing plant investment, the Nova Scotia Power Corporation's Trenton No. 6 and Point Aconi generating stations, the Sysco modernization, the Louisiana Pacific Board Plant, the STEAR and Canadian Space Programs, the TCCCS Program, the New Shipborne Aircraft Program, the Canadian Patrol Frigates Program, the Minesweepers Program, the Light-Support Vehicle Wheeled Program, the Heavy-Logistic Vehicle Wheeled Program, the High Performance Computer Proposal, the ERYX Missile Program, the Canadian Forces Supply System Upgrade (CFSSU), the Microwave Landing System Program, the Canadian Automated Air Traffic System (CAATS), the Sydney Tar Ponds and Halifax Harbour Clean-up projects, and the Hibernia and LASMO offshore developments.

Offset purchase agreements were negotiated and/or monitored under the Nova Scotia Government Purchasing Policy with Marubeni Canada, Philips Medical Systems, Data General Corporation, AMSCO, and IBM.

IBO assisted in and/or sponsored information seminars for Nova Scotia businesses on opportunities in Martin Marietta, medical devices, LASMO and Hibernia offshore developments, and UTDC Light-Support Vehicle Wheeled Program.

Industrial Benefits Office officials were actively involved in national and regional meetings to reduce interprovincial trade barriers, to increase regional access to federal procurement, to develop a regional electronic procurement notice system, to enhance total quality management, and to maximize Nova Scotia's access to CIDA procurement. IBO has participated in the development of the Nova Scotia Chapter of the American Society of Quality Control, the environmental industries sector, the Supplier Development Service, and the Maritime Purchase Agreement.

The Industrial Benefits Office has ongoing efforts to develop sectors such as environmental industries, medical devices, and health industries.

TRADE DEVELOPMENT CENTRE

The Trade Development Centre assists Nova Scotia companies to increase exports of products and services by providing trade counselling, trade information and statistics, and financial assistance through the Business Futures Program.

Trade Development Centre projects in 1990 included: the U.S. Navy League '90 Show, Washington; the New York International Gift Show, New York; the International Marine Tug Salvage Exhibition, Halifax; the American Marine Trade Expo, Atlanta; the Canadian International Womenswear Show, Montreal; and the National Business Show, Toronto. The centre also participated in NEBS and NEXUS missions into the northeastern U.S.

Business Futures Program

The Business Futures Program offers grants to assist Nova Scotia companies to:

- develop marketing plans or purchase market information (trade planning)
- participate in government initiated trade events (trade promotion)
- conduct market investigations, participate in trade shows, attend marketing seminars, and host incoming buyers (trade expansion)
- establish and maintain a new market outside the Maritimes (trade opportunity)

- develop new and innovative products, packaging, and marketing literature for export markets (product development); and

- develop projects where enhanced export business or marketing will result (industrial adjustment)

In the 1990-91 fiscal year, the Business Futures Program assisted a total of 329 companies with 222 projects as follows:

Trade Planning	market planning (2 projects);
Trade Promotion	shows/missions (25 events);
	special projects (9 involving 206 companies);
Trade Expansion	market identification (58); trade shows (104);
	incoming buyers (7); marketing seminars (1);
Trade Opportunity	new markets established (3);
Product Development	new product (1);
	new marketing literature (14);
Industrial Adjustment	nil

Trade Development Authority

The Trade Development Centre is responsible for the coordination of the activities of the Trade Development Authority (TDA) activities and the implementation of provincial trade initiatives.

The TDA, which is chaired by the Minister, is authorized through legislation to coordinate, monitor, and integrate Nova Scotia's initiatives and responses to matters relating to trade. Eight Ministers responsible for trade-related departments and agencies constitute the TDA. The Trade Strategy, incorporated as a component of the Economic Strategy, sets forth the province's commitment and the framework for a coordinated approach to trade.

By regular consultation with the private sector through the 30-member Trade Council, the TDA receives policy advice and assistance in monitoring implementation of the Trade Strategy's initiatives. The council membership is drawn on a revolving basis from a cross-section of business and industry. Through its subcommittee reports, including the December 1989 brief "Issues/Concerns/Opportunities," the council has played a vital role in the adoption of recommendations such as USSR/East Bloc trade opportunities and the Trade Centre's "WIN" computerized export information system.

The TDA's Officials Committee works to implement the export development, infrastructure, importing, and trade education initiatives developed annually by the TDA and its council.

FINANCE AND ADMINISTRATION DIVISION

The Finance and Administration Division is responsible for the management and control of fiscal resources and the maintenance of effective utilization of personnel for the Department of Industry, Trade and Technology and its agencies. Much of the activity of the division is taken up with routine administration such as preparation of budgets, year-end accounts, processing and payment of invoices, expense reports, and initiating reimbursement claims to the Government of Canada for expenses incurred under federal/provincial agreements.

The Executive Director represents the province as Co-Chairman of the Sydney Steel Modernization and Strait of Canso Subsidiary Agreements and acts as Controller of the Waterfront Development Corporation. The Executive Director is a director of the newly formed Crown Corporation, Sydney Tar Ponds Clean-up Inc., which will carry out the clean-up of the site.

The division comprises the following branches: Financial Services, Management Services, Project Analysis, and Technical Services.

FINANCIAL SERVICES

Financial Services controls program and project expenditures. This branch also administers the Machinery and Equipment Tax Rebate Program for the Department of Industry, Trade and Technology.

The computerized financial system continued to be upgraded, enabling this branch to produce internal reports as well as those received from the Department of Finance.

During the past fiscal year, this branch processed 4,823 vouchers in payment of general operations totalling $9,056,000; program costs totalling $21,675,600; and federal/provincial projects totalling $62,283,300. Six hundred claims to the federal government were processed totalling $31,271,000 for their share of project costs.

MANAGEMENT SERVICES

Management Services is responsible for identifying, recommending, coordinating, and implementing management information and related systems within the department to increase the accessibility and flow of information at all levels.

Additionally, it is responsible for providing a full range of administrative support services to all divisions of the department through the Technical Support Unit, Library, Central Registry, and through the Information Processing Technician and MIS Coordinator (computerization).

Technical Support Unit

The Technical Support Unit supplies the department with various technical services in the areas of conceptual and engineering drawings, planning concepts and construction design, internal and external signs, requisitions, department publications, advertisements, displays, and related design work.

Library

The department's special library provides information to members of the department, members of government in general, and the public. It maintains a collection of approximately 10,000 books and reports, 200 periodical titles, and 2,000 annual reports. The library is staffed by two professional librarians and, in addition to its own collections, draws on the resources of other area libraries and has access to a number of external computer databases. An automated catalog has been developed and all materials cataloged since 1988 are listed in the database.

Records Management Program

The registry was understaffed during most of 1990-91 and this affected its ability to make progress. A total of 6,000 files were in the system by the end of the fiscal year. Meetings were held with departmental staff to help the registry staff better understand the information flow and requirements within the department.

PROJECT ANALYSIS BRANCH

The Project Analysis Branch is accountable for sound consulting services and expert advice in the key functional areas of finance, general management, and marketing to government and to industry, with the purpose being to maintain and stimulate economic development in Nova Scotia.

TECHNICAL SERVICES BRANCH

The Technical Services Branch provides project management and technical input for a wide range of initiatives.

Technical Services implements several of the federal/provincial cost-shared agreements, including the Sydney Tar Ponds Clean-up and the Halifax-Dartmouth Metropolitan Area Development Agreement, as well as the Canada/Nova Scotia Development Fund. The branch provides engineering, planning, and liaison services to projects including waterfront developments, marine facilities, industrial infrastructure, environmental clean-ups, shipbuilding/repair facilities, and land administration.

Some of the varied programs and projects handled during the past fiscal year were as follows:

- administration of the $200 million Canada/Nova Scotia Offshore Development Fund;
- administration of the Halifax-Dartmouth Metropolitan Area Development Agreement including the $196 million Halifax Harbour Clean-up;
- administration of the $34 million Sydney Tar Pond Clean-up;
- planning and implementation of various recreational/tourism facilities such as the Shubenacadie Canal;
- administration of land assemblies at Port Hawkesbury, Melford, and the Ceres Container Pier;
- construction and maintenance of numerous marine haul-out facilities for the inshore fishery and recreational use;

- technical and planning assistance to the Waterfront Corporations (Halifax, Bedford, Sydney, North Sydney, Pictou, Windsor, and Yarmouth);

- technical input into environmental projects such as Boat Harbour.

AGENCIES

On December 7, 1989, Management Board approved the reorganization of several functions that relate to the operation of the Department of Industry, Trade and Technology.

NOVA SCOTIA BUSINESS CAPITAL CORPORATION

The Business Capital Corporation commenced operations on April 1, 1988, with a mandate to encourage and promote business development and employment opportunities in the province. The Corporation represented the merging of three former agencies of government: Industrial Estates Limited, The Resources Development Board, and the Venture Corporations Board.

On April 1, 1990, the Nova Scotia Business Capital Corporation was assigned to the Department of Industry, Trade and Technology while the Venture Capital and Industrial Parks and Properties functions were shifted to the Department of Small Business Development.

The Nova Scotia Business Capital Corporation assumed responsibility for the administration of the Industrial Expansion Fund on January 14, 1991.

The Nova Scotia Business Capital Corporation produces its own Annual Report.

VOLUNTARY PLANNING

On January 1, 1990, Voluntary Planning commenced reporting to the Department of Industry, Trade and Technology for administrative purposes.

Voluntary Planning provides a vehicle through which the private sector can voluntarily become involved in development and economic planning and make direct representation to all levels of government.

Through a structure of standing committees representing sectors of the economy, Voluntary Planning advises government on the issues

of the day and promotes sound planning for sustainable development.

Voluntary Planning produces its own Annual Report.

OFFICE OF NOVA SCOTIA IN NEW ENGLAND

The Office of Nova Scotia in New England was established during the 1990-91 fiscal year. Premises were leased on a five-year basis and open to the public in mid-September, 1990. A staff of two persons was recruited and a budget of C$225,000 established for the fiscal year. Activity during the year was evenly divided between providing trade information on a responsive basis to Nova Scotia firms and in developing trade promotion activities. During the six and a half months that the office was open to the public, 139 business visitors utilized its services and a further 62 firms approached the office from Nova Scotia requesting market information. The office was used on 17 occasions by Nova Scotia firms requiring space in Boston for meetings for a total of 35 days. Portland was chosen as our first focus for proactive trade promotion. A reception was hosted in conjunction with the Chamber of Commerce and an 11-firm trade mission was co-sponsored with the Nova Scotia-New England Business Council. In addition, the office provided "value added" to a number of existing activities including providing booth space at the Taste of Canada Food Show for visiting Nova Scotia firms and hosting a reception at the Boston Seafood Show for the Minister of Fisheries and Nova Scotian exhibitors. In total 15 separate initiatives were completed during the fiscal year.